Bulletin of

The University of Southern Mississippi

Division of Continuing Education
Department of Correspondence

Your New Campus
At Home
By Correspondence

1962 • 1963

Published by
THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Hattiesburg, Mississippi

MISSISSIPPI COLLECTION
UNIVERSITY OF SOUTHERN MISSISSIPPI

THE
UNIVERSITY OF SOUTHERN MISSISSIPPI

"The Friendly College of South Mississippi"

Member of

American Council on Education. Association of American Colleges, Association of Urban Universities, American Association of University Women, Commission on Accrediting, Conference of Deans of Southern Graduate Schools, Mississippi Association of Colleges, Association of University Evening Colleges, Adult Education Association, Association for Field Services in Teacher Education, National University Extension Association.

Accredited by

National Council of Accreditation for Teacher Education, Southern Association of Colleges and Secondary Schools, National Association of Schools of Music.

LOCATION: The University of Southern Mississippi is in the center of South Mississippi, conveniently located almost equidistant from Jackson, Meridian, Gulfport and McComb. The buildings are new, clean, and modern in a beautiful setting with pine trees, water oaks, azaleas, camellias, and a tropical lagoon.

COURSES OF INSTRUCTION: Courses leading to the B.S., B.M., B.A., M.M., M.A., M.Ed., Ed.D. and Ph.D. degrees are offered. Courses are offered in Education of Teachers, Science and Mathematics, Home Economics, Music and Art, Commerce and Business, Social Studies, Health and Physical Education, Language, English, Speech, Journalism, Industrial Arts, Library Science, Pre-Medicine, Pre-Law, Pre-Engineering and Medical Technician.

RECREATIONAL OPPORTUNITIES: Hard-surfaced tennis courts, a swimming pool, an eighteen-hole golf course, a gymnasium, tours to New Orleans, deep sea fishing on the coast, lectures, dances and intra-mural sports are available for recreation.

BULLETIN OF

THE
UNIVERSITY OF SOUTHERN MISSISSIPPI

DIVISION OF CONTINUING EDUCATION
DEPARTMENT OF CORRESPONDENCE

Published by

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

HATTIESBURG, MISSISSIPPI

VOLUME 50 October 1, 1962 NUMBER 2

Published Quarterly by The University of Southern Mississippi, Hattiesburg, Mississippi. Entered as second-class matter February 19, 1917, at the Post Office at Hattiesburg, Mississippi, under Act of August 24, 1912.

(Owned and published by The University of Southern Mississippi Southern Station, Hattiesburg, Mississippi)

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DIVISION OF CONTINUING EDUCATION

PURPOSE

The Division of Continuing Education, formerly the Division of Extension and Correspondence, was created to coordinate and administer certain educational functions involving two or more of the existing schools and divisions of the college and to provide certain educational programs for adults throughout the state.

DEPARTMENT OF CORRESPONDENCE

For the convenience of those who are unable to attend college, a well-rounded curriculum is offered by correspondence at a nominal fee in selected subjects carrying college credit. Approximately one-fourth of the requirements for the bachelor's degree may be met through correspondence and/or extension courses. All courses for college credit given by correspondence count for regular credit in the college and for approved credit on State Certificates. However, **such courses do not carry quality points or residence credit.** High school courses are offered by correspondence and are acceptable as entrance credits by the college.

Although the direct or residence method of instruction is superior in some respects, the correspondence method of study presents a number of advantages which make it particularly suited to the needs of the serious student who is actively interested in the mastery of his studies.

Some of the more apparent advantages of correspondence instruction are: a correspondence course may be begun at any time and completed without interruption as rapidly or as slowly as desired; the student may concentrate on one course at a time; he is unhampered by limitations of time in studying or reciting, or by the rate of a class through the course; the recitations take written form, giving training in logical thinking and arrangement of data, and developing the student's ability of expression; writing the recitations helps the student to remember the significant points of the course; and finally, correspondence study develops the student's initiative, self-reliance, accuracy, and above all, his perserverance.

Correspondence courses do not offer a short cut; they are organized to coincide as closely as possible with the corresponding courses offered in residence at the college and are usually given by the instructor having charge of similar residence courses. The chief merit of such courses is that they offer the isolated student, teacher, housewife, and businessman the opportunity of advantageously utilizing spare hours at home in the pursuance of studies for college credit under college tutelage.

A correspondence course is presented in a number of assignments, usually twenty-four for a four quarter hours course. Several hours of preparation are expected on each assignment, since an assignment represents approximately one-half week's work in residence. Each assignment contains full directions for study, including references to the text, necessary suggestions for assistance, and questions to be answered. Upon satisfactory completion of a college-level correspondence course, college credit will be granted.

HIGH SCHOOL CORRESPONDENCE

The University of Southern Mississippi, in cooperation with the State High School Accrediting Commission, established a Department of High

School Correspondence in 1946. The specific aims of this department are varied; but the primary purposes are: (1) To provide opportunity for further study to those for whom it is inconvenient to attend regular school, (2) To extend the high school curriculum, (3) To provide courses meeting specific college entrance requirements.

A student taking high school correspondence work for credit must have a supervisor, who is to be appointed by the high school superintendent. The supervisor must not be a parent or guardian of the student.

The registration fee for each one-half unit of credit is $15. All courses are divided into one-half units. The student pays the postage on the lessons that he sends in for grading and the college pays the postage on the graded lessons that are returned to the supervisor.

Textbooks may be purchased by the student from the University of Southern Mississippi Bookstore, Southern Station, Hattiesburg, Mississippi. All requests for books sent to the Correspondence Department will be returned to the student.

No fees will be refunded after the student has registered for a course. Fees are not transferable.

The maximum time for completion of a one-half unit course is one year from the date of registration. For reasons considered adequate by the Correspondence Department, this time may be extended one time only for three months upon payment of renewal fee of $3. Application for such extension of time must be made before date of expiration of the course.

The minimum time for the completion of a one-half unit course is one month from the date of registration. This permits a student to complete a course at approximately the same rate as he would in regular school. A student may register for only one course at a time.

For further information, please write the Department of High School Correspondence, The University of Southern Mississippi, Hattiesburg, Mississippi.

COLLEGE CORRESPONDENCE

GENERAL REGULATIONS

1. The matriculation fee for a correspondence course is $6.00 per quarter hour, effective January, 1963. Thus, the fee for a four hour course is $24.00, for a three hour course $18.00, and for a two hour course $12.00.

2. Textbooks may be ordered by the student from the University Bookstore or from the publisher whose name and address are listed on the first assignment sheet as well as in this bulletin following each course description. The price of textbooks may change slightly without notice. Used textbooks may be purchased from the University Bookstore when available for 80% of the new book price. Any correspondence about textbooks should be addressed to the University of Southern Mississippi Bookstore, Southern Station, Hattiesburg and NOT to the Correspondence Department.

3. Fees are not returnable after lesson assignments have gone out of the correspondence office. Fees are not transferable.

4. If credit is desired, the student must meet the usual college entrance requirements and the course prerequisites. Only those courses numbered below three hundred are open to students of freshman or sophomore rank.

Freshman courses are numbered 100 through 199.

Sophomore courses are numbered 200 through 299.

Junior courses are numbered 300 through 399.

Senior courses are numbered 400 through 499.

Graduate courses are numbered above 500, **and are not offered by correspondence.**

5. No more than forty-eight quarter hours earned in extension and correspondence may be counted toward a degree from The University of Southern Mississippi. All of the forty-eight hours may be earned by extension or all of the forty-eight hours may be by correspondence or in any combination of the two as long as the total is not more than forty-eight quarter hours. **A maximum of 12 quarter hours may be taken by correspondence in any one department.**

6. Students seeking enrollment for correspondence study courses are required to fill out an application blank for each course desired. A student **may not enroll for more than one course at a time.**

7. The maximum time for the completion of a four hour course (twenty-four lessons) is one year from the date of acceptance of the application. For reasons considered adequate by the Correspondence Division, this time may be extended one time for three months upon payment of a fee of $3. Applications for extension of time should be accompanied by the fee for such extension. No such application can be considered unless received before the date of expiration of the course.

8. The minimum time for the completion of a course is one month from the date of beginning work, provided assignments are sent in two or three at a time at regular intervals proportionately spaced over the minimum time.

9. Students will not be permitted to rush through correspondence courses. Lessons should be carefully prepared and the student should not apply for the final examination until he is adequately prepared to take it.

10. **No work may be done by correspondence while a student is in attendance at any institution of learning unless he has written permission of the dean of his college.** It must be understood that if correspondence is allowed while in residence, it becomes a part of the student's load for the quarter, and this work must be completed within that quarter. Courses taken during the Christmas vacation period will be counted as part of the student's load for the winter quarter. **Courses checked out between the summer and fall quarters** must be completed and the examination taken within one week after the beginning of the fall quarter, unless **prior** approval to complete the course during an ensuing quarter is given the student by the dean of his college.

11. Teachers in service will not be allowed to complete more than four quarter hours per quarter. Correspondence work and extension may be taken at the same time if the rule that no more than four quarter hours may be taken in any one quarter is observed.

12. As the lessons are completed, the student should mail or bring them to the correspondence office for correction by the instructor.

13. Credit will not be allowed when there is evidence that unfair assistance has been obtained either on the lessons or the final examination. Students denied credit for this reason may not repeat the course by correspondence.

14. Two persons from the same school community or the same family are requested not to register for the same course, because persons taking correspondence are not to work together.

15. Correspondence courses may not be taken to remove failing or incomplete grades received in campus courses without the written approval of the Dean.

16. Students under suspension from any college will not be permitted to take correspondence courses during the period of suspension.

17. A non-residence course in correspondence that is to be used to complete graduation requirements must be completed, including the examination, and be in the hands of the correspondence department not later than two weeks before the date of the commencement at which time the student aspires to receive his degree.

18. COURSES BEING TAKEN FOR TEACHER CERTIFICATION must be completed and the examination must be in the Correspondence Office by **September 1** to meet the requirements of the State Department of Education for certification for a particular year.

19. The Correspondence Department is not responsible for lessons lost in the mail due to insufficient postage or otherwise.

RULES FOR PREPARATION OF ASSIGNMENTS

1. Use 8½ x 11 light weight typing paper. Envelopes addressed to the Correspondence Department are sent with the outline of the course. The lessons must be mailed in these envelopes, three or more assignments to an envelope.

2. In preparing assignments, observe carefully the following rules:

   a. Write on one side of paper only.

   b. Write with ink or use typewriter.

   c. Leave a margin of one inch on left side of paper.

3. Write your name and address, the name of the course, and lesson number at the top of the first page of each assignment.

4. Do not include any letters with lessons. All business and other communications must be written on a separate sheet and mailed in a separate envelope. The college is not responsible for any delay caused by letters being enclosed in assignments.

5. At the end of the course, return all assignment sheets together with the last lesson.

MAILING OF LESSONS

1. In the upper left corner of the envelope addressed "Department of Correspondence," in which the recitation paper is enclosed, write your full name and address.

2. In the lower left corner of the envelope, write the name of the course and numbers of the assignments.

3. Have your lessons weighed before mailing; be sure there is enough postage on them. When the postage is insufficient, the lessons will not be accepted by the Correspondence Department until full postage has been paid.

EXAMINATION INSTRUCTIONS

I. To Students in attendance at Delta State College, The University of Southern Mississippi, Mississippi State University, The University of Mississippi, and all Junior Colleges of the State of Mississippi:

Effective September 1, 1960, final examinations for college credit for correspondence courses taken with any of the above referred to colleges will be given at the centers listed in this bulletin at the hours and on the days specified and by the persons named. To request an examination, fill out the "Application for Correspondence Examination" Form B. This form should be executed and mailed to the Department of Correspondence after all lessons in the course have been submitted and at least ten days prior to the date on which the examination is to be written.

II. To Residents of the State of Mississippi who are not attending any college:
The instructions set forth in Paragraph I above are applicable to all individuals falling in this category.

III. To Students attending Mississippi Colleges which are not listed on Page Seven of these instructions:
All individuals in this category will write their final examinations under the supervision of the dean or registrar of their college. It will be the responsibility of the student to secure the consent of one of these individuals to supervise the examination. Examinations will be requested on the "Application for Correspondence Course Examination" Form A. This form should be executed and mailed to the Department of Correspondence after all lessons in the course have been submitted and at least ten days prior to the date on which the examination is to be written.

IV. To Non-Residents of the State of Mississippi:
Correspondence course students residing out of the State of Mississippi will write their examinations under the supervision of a registrar or dean of a college or university, or a director of correspondence study at a college or university. After the completion of all lessons, the student will make arrangements with one of these individuals as to a time and place for the examination, and will request the examination from the Department of Correspondence at least two weeks prior to the date on which he wishes to write it. Examinations will be requested on the "Application for Correspondence Course Examination" Form A.

V. To Members of the Armed Forces:
Correpondence students in the Armed Forces will write their examinations under the supervision of their education officer or commanding officer. Arrangements for the examination will be made in the manner described in Paragraph IV above.

IMPORTANT NOTICE: All students will furnish their examination supervisor with 25c postage to mail their examination to the University of Southern Mississippi, Department of Correspondence. In applying for an examination. the student may use the application form submitted with the correspondence lessons or the one contained in this bulletin whichever is found to be most convenient.

SCHEDULE OF CORRESPONDENCE EXAMINATION CENTERS FOR SENIOR COLLEGES AND UNIVERSITIES IN MISSISSIPPI

Effective September 1, 1960, final examinations for college credit correspondence courses of Delta State College, The University of Southern Mississippi, Mississippi State University, and the University of Mississippi will be given at the centers listed below at the hours and on the days specified and by the persons named.

Cleveland—Delta State College, Mrs. Margaret Love Gary, Director of Correspondence Study, Room 107, Broom. Saturday mornings at 8:30 and Wednesday afternoons at 1:00.

Hattiesburg—The University of Southern Mississippi, Mrs. Alma Ladner, Assistant Director of Correspondence Department, Room 230, Student

Services Building, Saturday mornings at 8:30 and Tuesday afternoons at 1:00. Other days by special request.

Oxford—The University of Mississippi, Miss Vassar Bishop, Director of Correspondence Study, Room 9, Mississippi Center for Continuation Study. Saturday mornings at 8:30 and Tuesday afternoons at 1:00.

Starkville—Mississippi State University, Dr. Homer S. Coskrey, Jr., Head, Department of Adult Education. Saturday mornings at 8:30 and Monday afternoons at 1:00.

Examinations will not be given on holidays and on the following Saturdays:

December 22, December 29, 1962, April 13, November 23, Decmber 21, December 28, 1963.

Examinations will be given at the following centers on Saturday mornings only except on the Saturdays listed above and on legal holidays.

Booneville—Northeast Junior College, Mr. J. R. Malone

Decatur—East Central Junior College, Mr. Denver Brackeen

Ellisville—Jones Junior College, Mrs. C. W. Lord

Fulton—Itawamba Junior College, Mr. R. L. Woods, Registrar

Goodman—Holmes Junior College, Mr. E. W. Wilson, Dean

Gulfport—Gulf Park Junior College, Mrs. Dorothy Milden, Librarian

Jackson—The University of Mississippi Center, Mr. Maurice N. Inman, Director, The University of Mississippi Center, Millsaps College Campus

Mathiston—Wood Junior College, Mr. H. H. Moss

Meridian—Meridian Junior College, Mr. Curtis Ulmer

Moorhead—Sunflower Junior College, Mr. Herman Thigpen, Dean

Natchez—Mr. Allen B. Thompson, Director Natchez Resident Center, Institute Building, Natchez, Mississippi.

Perkinston—Perkinston Junior College, Mr. W. P. Lipscomb, Dean

Poplarville—Pearl River Junior College, Mr. M. R. White, Dean

Scooba—East Mississippi Junior College, Mr. Clarence W. Roberts

Senatobia—Northwest Junior College, Mr. James P. McCormick

Summit—Southwest Junior College, Mr. Horace Holmes, Dean

Vicksburg—All Saints' Episcopal Junior College, The Reverend Wade Egbert, Dean

Wesson—Copiah-Lincoln Junior College, Mr. B. F. Hunter, Registrar

Correspondence course examinations for students attending any of the above named colleges, and for individuals residing in Mississippi but not attending any college will be given **only at the centers listed and only on the dates and hours specified.**

Students who do not reside in Mississippi will write their examinations under the supervision of the dean or registrar of a college or university. Members of the Armed Forces will write their examinations under the supervision of their base education officer or commanding officer. Arrangements for the examination should be made in accordance with the instructions contained elsewhere in this bulletin.

To avoid delay in receiving the examination, the student should ascertain that the correct "Application for Examination" form is executed. This form should be mailed to the Correspondence Department in an envelope in which no lessons or other papers are included.

APPLICATION FOR EXAMINATION

FORM A

A. For non-residents of the State of Mississippi, including members of the Armed Forces.
B. For residents of the State of Mississippi who are attending colleges NOT listed on the attached schedule of Correspondence Examination Centers.

TO: The University of Southern Mississippi
Department of Correspondence Study
Hattiesburg, Mississippi

Please send my examination in _____
(name of course)

to _____ _____
(name) (title)

_____
(address)

I have contacted the person whose name appears above and (he) (she) has agreed to supervise the examination on _____
(date)

_____
(place)

_____
(signature)

_____
(address)

APPLICATION FOR EXAMINATION

FORM B

A. For residents of the State of Mississippi who are attending one of the colleges listed on the attached schedule of Correspondence Examination Centers.
B. For residents of the State of Mississippi who are not attending any college.

TO: The University of Southern Mississippi
Department of Correspondence Study
Hattiesburg, Mississippi

Please send my examination in _____
(course)

to the person in charge of the Examination Center located at

_____ _____
(town) (college)

I plan to take the examination on _____
(date)

_____
(signature)

_____
(address)

(Note to student: Please execute one of the above forms and mail it to the Correspondence Department **at least 10 days** prior to the date you desire to take the examination.)

VETERANS

Eligible veterans may now take courses by correspondence under P. L. 550. Courses taken will, of course, have to apply toward the veteran's degree objective either as elective or core subjects. A veteran may take a maximum of forty-eight quarter hours by extension and correspondence work combined to apply toward a degree. The veteran will not receive any subsistence from the Veterans Administration for correspondence work but will be reimbursed for the number of lessons completed at the rate of 83c per lesson. A veteran may initiate his program under the Bill or may renew his Bill in this manner.

DESCRIPTION OF COURSES OFFERED BY CORRESPONDENCE

SCHOOL OF COMMERCE AND BUSINESS ADMINISTRATION

DEPARTMENT OF ACCOUNTING

Ben L. Forbes

201 (71) PRINCIPLES OF ACCOUNTING I. Four Hours.

The meaning and purpose of accounting, the balance sheet, the income statement, the trial balance, working papers, the accounting cycle, accounting for purchases, sales and cash, and the periodic summary. Accounting for notes and interest and the accounting practice set.

Textbook: ACCOUNTING PRINCIPLES, by Noble and Niswonger, New Rochelle, New York: Southwestern Publishing Co., latest edition. Mac's Wholesale Candy Co. practice set, by Forbes and Carpenter, Hattiesburg, Mississippi: L & M Publishing Co. (Note: Workbook will be needed.)

202 (72) PRINCIPLES OF ACCOUNTING II. Four Hours.

Prerequisite: Accounting 201.

Accounting for deferred and accrued items, valuation of current and fixed assets, accounting procedures, the voucher system, accounting for payrolls, taxes and partnerships.

Textbook: ACCOUNTING PRINCIPLES, by Noble and Niswonger, New Rochelle, New York: Southwestern Publishing Co., Latest edition. (Note: Workbook will be needed.)

203 (73) PRINCIPLES OF ACCOUNTING III. Four Hours.

Prerequisite: Accounting 202.

A treatment of corporation, department, and branch and manufacturing cost accounting and special problem.

Textbook: ACCOUNTING PRINCIPLES, by Noble and Niswonger, New Rochelle, New York: Southwestern Publishing Co., latest edition. (Note: Workbook will be needed.)

DEPARTMENT OF BUSINESS ADMINISTRATION

R. R. Hardin Paul Weisend

100 (40) INTRODUCTION TO BUSINESS. Four hours.

A study of business principles including the history of the various types and kinds of businesses, also the various forms of business enterprise. It is a study of the factors of production, distribution, consumption, communication exchange, financial management and records. It also treats with the place of government in business and how businesses are operated individually and collectively.

Textbook: INTRODUCTION TO BUSINESS, by Glos and Baker, South-Western Publishing Company, Cincinnati, Ohio, 1955.

325 (126) GENERAL INSURANCE. Four hours.

A beginning course in insurance, designed to explain the fundamental principles of risk and risk bearing and to introduce the insurance mechanism as a device for reducing risk and sharing losses.

Textbook: PRINCIPLES OF INSURANCE, Mehr and Cammack, Revised Edition, Richard Irwin, publisher.

360 (142) PRINCIPLES OF MANAGEMENT. Four hours.

Basic management concepts and principles applied to the functions of planning, organization and control in a business enterprise.

Textbook: PRINCIPLES OF MANAGEMENT, by Terry, G. E. Irwin Co., 3rd edition.

310 (166) BUSINESS LAW. Four hours.

Fundamental principles of law most frequently involved in business transactions, including contracts, sales, partnerships, master and servant, principal and agent, corporation, negotiable instruments, property, bailments, and common carriers, with the view of enabling business men to avoid litigation.

Textbook: BUSINESS LAW by Anderson, Pomeroy, and Kumph, South-Western Publishing Company, Cincinnati, Ohio, 5th edition..

311 (167) BUSINESS LAW II. Four hours.

A study of the principles of law that apply to bailor and bailee, carriers and shippers or passengers, vendor and vendee, mortgagor and mortgagee, landlord and tenant; the relation of partners; corporations and stockholders; property; deeds of conveyance.

Textbook: BUSINESS LAW by Anderson, Pomeroy, and Kumph, South-Western Publising Company, Cincinnati, Ohio, 5th Edition.

330 (170) REAL ESTATE. Four hours.

An introduction to the field of real estate covering the principles of valuation, appraisal, financing and marketing of real estate.

Textbook: REAL ESTATE, PRINCIPLES AND PRACTICES, by M. A. Unger, Southwestern Publishing Co.

475 GOVERNMENT CONTRACTING. Four hours.

A Course designed to inform the student of the opportunities and procedures of securing government contracts for business firms.

Prerequisite: B.A. 310

Textbook: PROCUREMENT, by England, Richard D. Erwin Publishing Company, 1961.

DEPARTMENT OF OFFICE ADMINISTRATION

Mabel Baldwin

OAD 300 (103) BUSINESS WRITING. Four hours.

A course dealing with (a) principles of effective business letter writing, including a review of letter layout, punctuation, and grammar; and (b) preparation of business letters, such as, inquiries and replies; order; claims and adjustments; credit and collection; sales and application letters.

Prerequisites: English 101, 102, and 103 and the ability to typewrite.

Textbooks: Smart, McKelvey, and Gerfen, BUSINESS LETTERS (Fourth Edition, New York, Harper & Brothers, 1957)

Warriner, John E. ENGLISH GRAMMAR AND COMPOSITION, (Complete Course, New York, Harcourt, Brace & World, Inc., 1957)

DEPARTMENT OF ECONOMICS

Dr. L. V. Dixon

251 (55) PRINCIPLES OF ECONOMICS, PART I. Four hours.

An introduction to political economy and economic analysis with

reference to price determination in markets for both resources and final products under competition and monopoly.

Textbook: PRICES, INCOME, AND PUBLIC POLICY, by Allen, Buchanan, and Goldberg, McGraw-Hill Book Company, New York, 1954.

252 (56) PRINCIPLES OF ECONOMICS. PART II. Four hours.

An introduction to political economy and economic analysis with reference to international trade and to the determination of income, employment, and the price level.

Textbook: Same as used in Economics 251.

DEPARTMENT OF MARKETING

Bullard

300 (130) PRINCIPLES OF MARKETING. Four hours.

An introductory course designed to give a general understanding of marketing forces, institutions, policies, and functions as they relate to the economic structure.

Textbook: MARKETING—AN INSTITUTIONAL APPROACH, by Duddy and Revzan, 2nd Edition. McGraw-Hill Book Company, 1953.

332 (135) PRINCIPLES OF RETAILING. Four hours.

A survey course comprising an analysis of the factors underlying the successful operation of retail stores including location, stock, arrangement, buying and selling, advertising and display, merchandise, planning and control, personnel management, and customer relations.

Textbook: RETAILING MANAGEMENT, by Davidson and Brown, 2nd Edition, Ronald Press Company, 1960. NOTE! THIS COURSE WILL NOT BE AVAILABLE UNTIL JUNE 1, 1963.

EDUCATION

Dr. Miller, Dr. Bigelow, Dr. Boroughs, Mrs. Dent, Dr. Easterling, Mr. Hagenson, Dr. Knight, Dr. Wall, Dr. White

120 (20) THE TEACHER AND THE COMMUNITY. Four hours.

An orientation course designed to introduce the student to different phases of education and psychology, to prepare him for advanced courses, and to help him decide in what field he would like to work.

Textbook: EDUCATION IN AMERICA, 1960 edition, by James Monroe Hughes, Roe Peterson and Company, Evanston, Illinois and Elmsford, New York.

266 (66) THE MODERN ELEMENTARY SCHOOL. Four hours.

An introduction to elementary education stressing school organization, curriculum, materials and methods in the elementary school, the daily schedule, school reports, and the personality of the teacher as a factor in success.

Textbooks: THE ROLE OF ELEMENTARY EDUCATION, by Baxter, Lewis, and Cross, D. C. Heath and Company, Boston, 1st Edition, 1952.

EDUCATION IN THE ELEMENTARY SCHOOL, by Caswell and Foshay, 3rd Edition, 1957, American Book Company, Atlanta, Georgia.

A POUND OF PREVENTION, by James L. Hymes, Jr., New York Society for Mental Health, 3rd Edition, 1954 or 1956.

301 (101) ARITHMETIC IN THE ELEMENTARY SCHOOL. Four hours.

A course in the methods of teaching arithmetic in the elementary grades. Special attention is given to developing an understanding of systems of notation, acquiring the language of mathematics, thinking in situations involving quantity, and use of materials in arithmetic.

Textbooks: UNDERSTANDING AND TEACHING ARITHMETIC IN THE ELEMENTARY SCHOOL, by E. T. McSwain and Ralph J. Cooke, 1958, Henry Holt and Company, Inc., New York, N. Y.

TEACHING ARITHMETIC FOR UNDERSTANDING, by John L. Marks, C. Richard Purdy, and Lucien B. Kinney, 1958, McGraw-Hill Book Company, Inc., New York, N. Y.

305 (103) SOCIAL STUDIES IN THE ELEMENTARY GRADES. Four hours.

Social studies in the broad fields and core curriculum with emphasis on objectives and content. Area of study, sequence of units, and the evaluation of social studies units is stressed. Preparation of a complete social studies unit is required.

Textbook: Michaelis, John U., SOCIAL STUDIES FOR CHILDREN IN A DEMOCRACY. 2nd Edition. Prentice-Hall, Englewood Cliffs, N. J.

313 (113) PRINCIPLES OF TEACHING IN HIGH SCHOOL. Four hours.

Prerequisite: EPY 319.

This course is a survey of the aims, principles and methodology of secondary education. Emphasis is laid on the preparation of the teacher, the learning situation, effective techniques of directing learning, and classroom control. Experience is given in planning for teaching and in evaluation of learning.

Textbooks: MODERN METHODS IN SECONDARY EDUCATION, by Jean Grambs, William J. Iverson, and Franklin Patterson. New York, Dryden Press, Revised Edition, Holt, 1960.

TEACHING ADOLESCENTS IN SECONDARY SCHOOLS, by Harry N. Rivlin, New York, Appleton-Century, Crofts, Inc., Second Edition, 1961.

317 (117)—METHODS AND MATERIALS IN CHILDREN'S LITERATURE. Four hours.

Reading in mythology, fables, folk tales, history, biography, Mother Goose rhymes, and poetry. Narrative and dramatic presentations. Comparative editions, graded bibliography, and evaluations of content and illustrations of children's books. Choral reading and folklore project.

Textbooks: Arbuthnot, May Hill, CHILDREN AND BOOKS (Revised Edition), Scott, Foresman and Company, Atlanta, 1957.

Johnson, Edna, Scott, Carrie E., and Sickels, Evelyn R., ANTHOLOGY OF CHILDREN'S LITERATURE, Houghton Mifflin Company, Cambridge, Mass., 1948.

328 (128)—FOUNDATIONS OF EDUCATION. Four hours.

The background, bases, underlying principles, purposes, organization, and trends in education in the United States.

Juniors and seniors preparing for secondary school teaching should take this course in lieu of Education 120.

Textbook: PRINCIPLES OF SECONDARY EDUCATION 4th ed., by Bent, Rudyard K, and Kronenberg, Henry H. McGraw-Hill Book Co., Inc., 1961.

336 (136)—PRINCIPLES OF GUIDANCE. Four hours.

An introductory course dealing with the fundamental philosophy, methods and organization of guidance services in the public secondary schools.

Textbook: GUIDANCE SERVICES IN SCHOOLS. 2nd Edition. Froehlich, C. P., McGraw-Hill Book Company.

462 (162)—CURRICULUM OF THE SECONDARY SCHOOL. Two hours.

Prerequisite: Education 313.

Textbook: REORGANIZING THE HIGH-SCHOOL CURRICULUM by Harold Alberty, The Macmillan Company, New York, Revised edition, 1953.

469 (169)—TESTS AND MEASUREMENTS. Four hours.

Consideration of good evaluative practices in elementary and high schools, the preparation and use of informal objectives and essay-type tests, a study of typical standard tests, and an introduction to elementary statistical procedures.

Textbook: MEASUREMENT IN TODAY'S SCHOOLS, by C. C. Ross and Julian C. Stanley, Third Edition, New York, Prentice-Hall, Inc., 1954.

(Students will be required to purchase certain tests costing approximately 50c).

ENGLISH

Dr. Moorman Dr. Orange

201 (73)—AN INTRODUCTION TO LITERATURE. Four hours.

Reading in poetry, the short story, and the novel. Emphasis is placed on art forms. The purpose of this course is to provide critical bases for understanding and appreciating creative literature.

Prerequisites: English 101, 102, 103.

Textbooks: Benet, Stephen Vincent, JOHN BROWN'S BODY, Edited and annotated by Mabel A. Bessey. New York: Rinehart and Company, Inc., 1941; Brooks Purser, and Warren, AN APPROACH TO LITERATURE. New York: Appleton-Century-Crofts, Inc., 1952; Rolvaag, O. E., GIANTS IN THE EARTH. Harper's Modern Classics, New York: Harper and Brothers, 1927.

202 (74)—AN INTRODUCTION TO LITERATURE. Four hours.

Readings in poetry, the novel, and the drama. Emphasis is placed on art forms. The purpose of this course is to provide critical bases for understanding and appreciating creative literature.

Prerequisites: English 101, 102, 103, and 201.

Textbooks: Brooks, Purser, and Warren, AN APPROACH TO LITERATURE. New York: Appleton-Century-Crofts, Inc., 1952. Dostoyevsky, Fyodor, CRIME AND PUNISHMENT. New York: The Modern Library, 1950.

485 (185)—LITERATURE OF THE SOUTH. Four hours.

An historical and critical survey of Southern literature from its beginning to the present.

Prerequisites: English 101, 102, 103, 201, and 202, or equivalent courses.

Textbooks: Beatty, R. C., Floyd Watkins, and Young, T. D., THE LITERATURE OF THE SOUTH. Chicago: Scott, Foresman and Company, 1952; Young, Stark, SO RED THE ROSE. New York: Charles Scribner's Sons, 1954.

GEOGRAPHY

Dr. Kelley Mr. Collier

310 (110)—GEOGRAPHY OF THE UNITED STATES AND CANADA. Four hours.

Open to sophomores, juniors, and seniors.

Textbook: NORTH AMERICA by J. Russell Smith. Harcourt, Brace & Co., Chicago. Illinois.

Map: (A map to study by, not to color) A PHYSIOGRAPHIC DIAGRAM OF THE UNITED STATES by Lobeck, ($.15), The Geographical Press, Columbia University, New York, New York.

445 (145)—INDUSTRIAL AND COMMERCIAL GEOGRAPHY. Four hours.

Deals principally with the geographic principles governing the location and development of the basic industries and commodity exchange.

Textbook: INDUSTRIAL AND COMMERCIAL GEOGRAPHY, by Smith, Phillips, and Smith; Henry Holt and Company, New York, New York, 1955.

HEALTH

Mr. Yarrow Mr. Johnson

127 (27)—COMMUNITY HEALTH. Four hours.

Community control of environmental health hazards, community control of diseases, health agencies.

Textbook: YOUR COMMUNITIES' HEALTH, by Smiley and Gould, Macmillan Co., New York, 1952, Fourth Edition.

179 (79)—PERSONAL HEALTH. Four hours.

The human body and its functioning as related to problems of health and disease.

Textbook: YOUR HEALTH, by Smiley and Gould, Macmillan Co., New York, N. Y., 1954.

425 (125)—PROBLEMS OF CHILD HEALTH. Four hours.

Prerequisite: Health 179 and junior standing.

Child safety, nutrition, diseases of children, mental health of children, growth.

Textbook: INFANT AND CHILD IN THE CULTURE OF TODAY by Arnold Gesell and Frances L. Ilg, Harper and Brothers, New York.

HISTORY

Dr. Brent, Dr. Davis, Dr. De Rosier, Mr. McCarty

101 (27)—WORLD CIVILIZATION TO 1648 A. D. Four hours.

A study of the cultures of ancient and medieval peoples, including those of the Middle East, Europe, India, China, and America. Cultural aspects emphasized more than political history. Intended to be of value to the general student as well as history majors.

Textbook: CIVILIZATION PAST AND PRESENT, VOL. 1, by T. Walter Wallbank and Alastair M. Taylor. Scott, Foresman and Co.

102 (28)—WORLD CIVILIZATION SINCE 1648 A. D. Four hours.

A continuation of History 101, with emphasis in the latter half upon the twentieth century.

Textbook: CIVILIZATION PAST AND PRESENT, VOL. 2, by T. Walter Wallbank and Alastair M. Taylor. Scott, Foresman and Co.

151 (61)—AMERICAN HISTORY TO 1877. Four hours.

A study of some of the most important movements in the history of the United States. (Required of history majors.)

Textbook: Being changed. Student should order the ones listed on the assignment sheets.

152 (62)—AMERICAN HISTORY SINCE 1877. Four hours.

A continuation of History 151. (Required of history majors.)

Textbook: Being changed. Student should order the ones listed on the assignment sheets.

MATHEMATICS

Dr. Felder, Mr. Van Hook, Mr. Munn, Dr. Nicholson, Mr. Sanders

100 (21)—BASIC MATHEMATICS. Four hours.

An elementary treatment of fudamental concepts including logic, the number system, ratio and proportion, percentage, operation and computation with exponents, linear equations, and elementary statistical procedures.

Textbook: FUNDAMENTAL MATHEMATICS, by Wade and Taylor, McGraw-Hill Book Co., New York, N. Y., 1961.

101 (31)—COLLEGE ALGEBRA. Four hours.

A first course in college algebra.

Textbook: MODERN ALGEBRA AND TRIGONOMETRY, Addison Wesley, 1962 by Vance.

102 (32)—COLLEGE ALGEBRA. Four hours.

A second course in college algebra and continuation of 101.

Textbook: MODERN ALGEBRA AND TRIGONOMETRY, Addison Wesley, 1962 by Vance.

103 (35)—PLANE TRIGONOMETRY. Four hours.

Textbook: ANALYTICAL TRIGONOMETRY by Mostert; Prentice-Hall, 1960.

275 (75)—ANALYTICAL GEOMETRY. Four hours.

Prerequisites: Mathematics 103 and Mathematics 101.

Textbook: ANALYTIC GEOMETRY, by Clyde E. Love, Macmillan Co., New York, N. Y.

301 (76)—ANALYTICAL GEOMETRY. Four hours.

Prerequisite: Mathematics 275. This is a continuation of 275.

Textbook: ANALYTIC GEOMETRY, by Clyde E. Love, Macmillan Co., New York, N. Y., 1948.

338 (138)—THE HISTORY OF MATHEMATICS. Four hours.

Textbook. INTRODUCTION TO THE HISTORY OF MATHEMATICS, Holt, Rinehart, and Winston, 1953, by Eves.

PHYSICAL EDUCATION

Mr. Floyd, Mr. Johnson, Mr. Taylor, Mr. Townley

378 (56)—HISTORY OF PHYSICAL EDUCATION. Two hours.

A study of physical education from the days of primitive man to the present.

Textbook: A BRIEF HISTORY OF PHYSICAL EDUCATION by Rice, Hutchison and Lee, Ronald Press, 1958.

379 (70)—INTRODUCTION TO PHYSICAL EDUCATION. Four hours.

Textbook: AN INTRODUCTION TO PHYSICAL EDUCATION by Nixon and Cozens-Revised by Nixon and Fredrickson, W. B. Sanders Company.

374 (100B)—COACHING THE MAJOR SPORTS—BASKETBALL. Two hours.

The growth and popularity of basketball, selection, practice, and training of players, offensive and defensive strategy.

Textbook: CHAMPIONSHIP BASKETBALL, by Adolph Rupp, Prentice-Hall Co., 70 50th Avenue, New York, 1948, Second Edition, 1957.

375 (100C)—COACHING THE MAJOR SPORTS—BASEBALL. Two hours.

A study of the background and development of baseball, coaching of the fundamentals by position, player selection and placement, and other coaching problems.

Textbook: BASEBALL, by John W. "Jack" Coombs, Second Edition, Prentice-Hall, Inc., New York, 1951.

410 (151)—PHYSICAL EDUCATION IN SECONDARY SCHOOLS. Four hours.

Experience in planning activities for the high school and in reviewing or learning the necessary skills and techniques of leadership. Opportunity for study of rhythms, dual sports, tumbling, gymnastics, group games (volleyball, speed ball, soccer), and aquatics.

Textbook: METHODS IN PHYSICAL EDUCATION, by Kozman, Casidy and Jackson, W. B. Saunders Co., Philadelphia, Pa., 1952.

412 (190)—ORGANIZATION AND ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION. Four hours.

A study of the scope of the program and related administrative problems.

Textbook: ORGANIZATION AND ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION, by Williams and Brownell, W. B. Saunders Co., Philadelphia.

POLITICAL SCIENCE

Dr. Hatcher Dr. Tuchak Dr. Wilber

101 (25)—AMERICAN GOVERNMENT. Four hours.

A survey of our national government, with some related study of Mississippi courts and the state election system.

Textbooks: GOVERNMENT BY THE PEOPLE, by J. M. Burns, and Jack W. Peltason. New York: Prentice-Hall, Inc., (after March 1963) fifth edition; and MISSISSIPPI COURTS AND ELECTION SYSTEM.

PSYCHOLOGY

Dr. Barker, Dr. Stritch, Mr. Walley, Dr. Watkins

201 (65)—GENERAL PSYCHOLOGY. Four hours.

Prerequisite: Sophomore standing.

An introduction to the scientific study of human behavior and experience. A core requirement for all degrees.

Textbook: Garrett, H. E., GENERAL PSYCHOLOGY, American Book Co., 1955.

316 (116)—HUMAN GROWTH AND DEVELOPMENT — PART I: CHILD. Four hours.

Prerequisite: Psychology 201.

Study of the child through the elementary school years, emphasizing principles and problems of development. Case studies of individual children.

Textbook: CHILD PSYCHOLOGY by G. G. Thompson, Houghton Mifflin Company, 1962, Second Edition.

319 (119)—EDUCATIONAL PSYCHOLOGY. Four hours.

Prerequisite: Psychology 201.

Application of psychological methods, facts, and principles to education.

Textbook: EDUCATIONAL PSYCHOLOGY, by Lee J. Cronbach, Harcourt, Brace, and Co., New York, N. Y., latest edition.

332 (132)—HUMAN GROWTH AND DEVELOPMENT, PART II: ADOLESCENT. Four hours.

Prerequisite: Psychology 201.

A course dealing with the development of the individual through the adolescent years. Case studies of individual adolescents.

Textbook: PSYCHOLOGY OF ADOLESCENCE, 5th Edition, by Luella Cole, Rinehart & Co., New York.

337 (137)—MENTAL HYGIENE. Four hours.

Characteristics of the wholesome personality and the building of healthy emotional attitudes; promotion of good mental health and prevention of abnormalities.

Textbook: MENTAL HYGIENE, 3rd Edition, by Herbert Carroll, Prentice-Hall, Inc., New York, 1956.

RECREATION

Dr. King

440 (140)—RECREATION LEADERSHIP. Four hours.

A course offering opportunity to develop individual personality and competency in leading recreational activities.

Textbook: SOCIAL GROUP WORK PRACTICE, by Gertrude Wilson and Gladys Ryland. Cambridge, Massachusetts: Houghton Mifflin Company, 1949.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Hattiesburg, Mississippi

DEPARTMENT OF CORRESPONDENCE

APPLICATION FOR CORRESPONDENCE STUDY ON THE UNIVERSITY LEVEL

Date_____

1. Your name { Miss / Mrs. / Mr. } _____

   Color_____ Date of Birth_____

2. Mailing Address_____ County_____

   City_____ State_____

   Permanent home address_____ County_____

3. Name of course you desire_____

   Number_____Credit Hours_____

   Have you at any time previously registered for this course?_____

   If so, did you fail the course?_____

   (Correspondence courses may not be taken to remove failing or incomplete grades received in campus courses without the written approval of the Dean.)

4. Were you ever registered in U.S.M.?_____ Qr. Hr. Credits_____

5. Did you ever attend U.S.M. Summer School?_____If so, what year_____

6. Have you taken correspondence work at U.S.M.?_____

   If so, when_____ What courses_____

7. Under what name were you registered?_____

8. Are you a H. S. graduate?_____If so, when?_____

   What school _____

9. Are your high school units filed in our Registrar's Office?_____

10. Have you any college credits from a college other than U.S.M.?_____. If so how many?_____ If so, what college?_____

11. For what certificate or degree are you working?_____

12. What course or courses have you had which you think may serve as prerequisites to the course you here request?_____

13. Are you NOW taking work with ANY other college?_____

    If so, what work?_____ What College?_____

14. Have you ever taught school?_____ What years?_____

    Grades or subjects?_____

15. Are you now teaching?_____ If so, what school?_____

    What grade or subjects?_____

16. Amount herewith enclosed for fee ($_____). Send by Money Order only

NOTE: 1—Duplicates of this blank will be sent upon request.
2—Fees are not returnable after lesson assignments have gone out of the correspondence office.

Mail Application and remittance to the Department of Correspondence. Make remittance payable to the University of Southern Mississippi.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Hattiesburg, Mississippi

DEPARTMENT OF CORRESPONDENCE

APPLICATION FOR HIGH SCHOOL CORRESPONDENCE STUDY

Date_____

1. Your name Miss / Mrs. / Mr. _____

   Date of Birth_____ Color_____

2. Mailing address_____

   County _____

3. Name of course you desire_____

   _____ Number_____ Units_____

4. Name of High School_____

   (a) Are you now enrolled?_____ Class_____ No. of Credits_____

   (b) If not now enrolled; Did you graduate?_____ When?_____

   No. of Credits?_____

5. Have you ever taken correspondence work?_____ When _____

   Where?_____ Course_____ Credit_____

6. Amount herewith enclosed for fee ($_____). Remittance should be by money order or check. Do not send stamps or cash.

7. Your high school superintendent must fill in the following blanks.

   (a) Name of supervisor appointed by superintendent_____

   _____

   (b) Address of supervisor_____

   _____

   (c) This enrollment approved:

   _____

   Principal or Superintendent

   _____

   School

   _____

   Address of School

8. Reasons for taking correspondence work:

   (Check one)

   (a) Complete high school credits ☐

   (b) Business training ☐

   (c) Further study ☐

Make application and remittance to the Department of High School Correspondence Study. Make remittance payable to the University of Southern Mississippi. Course material will be mailed to the supervisor. The student will contact the supervisor to secure this material.

BOOK ORDER FORM

Mail directly to the University of Southern Mississippi Bookstore, Southern Station, Hattiesburg, Mississippi

Date_____

Name (please print)_____

Street and Number_____

City_____ Zone_____ State_____

Please send C. O. D. the following books:

Author	Title	Edition

Correspondence course for which needed:_____

If available, send used books Yes ☐

No ☐

BOOK ORDER FORM

Mail directly to the University of Southern Mississippi Bookstore, Southern Station, Hattiesburg, Mississippi

Date_____

Name (please print)_____

Street and Number_____

City_____ Zone_____ State_____

Please send C. O. D. the following books:

Author	Title	Edition

Correspondence course for which needed:_____

If available, send used books Yes ☐

No ☐

COURSES OFFERED BY CORRESPONDENCE ON THE HIGH SCHOOL LEVEL

COMMERCE

Elementary Shorthand Vx
Elementary Shorthand VIx
General Business XIIIx
General Business XIVx
Elementary Typewriting Ix-58
Elementary Typewriting IIx-59
Advanced Typewriting IIIx-59
Advanced Typewriting IVx-60
Bookkeeping IXx-58
Bookkeeping Xx-59
Business Arithmetic IXx-60

ENGLISH

Ninth Grade English Ix-59
Ninth Grade English IIx-60
Tenth Grade English IIIx-59
Tenth Grade English IVx-60
Eleventh Grade English Vx-59
Eleventh Grade English VIx-60
Twelfth Grade English VIIx-59
Twelfth Grade English VIIIx-60
Effective Business Correspondence XXIx-55
Journalism IXx-52

HOME ECONOMICS

Homemaking Ix
Homemaking IIx
Homemaking IIIx
Homemaking IVx

LANGUAGES

First Year Spanish XLIx-56
First Year Spanish XLIIx-56
Second Year Spanish XLIIIx-57
Second Year Spanish XLIVx-57
Beginning French XXXIx-57
Beginning French XXXIIx-57
Second Year French XXXIIIx-58
Second Year French XXXIVx-59

MATHEMATICS

Elementary Algebra Ix-57
Elementary Algebra IIx-57
Plane Geometry IIIx
Plane Geometry IVx
Advanced Algebra Vx
Advanced Algebra VIx
Trigonometry VIIx-57
Solid Geometry VIIIx-54
General Mathematics XIx-50
General Mathematics XIIx-51

SCIENCE

Biology Vx
Biology VIx
General Science IIIx-47
General Science IVx-47

SOCIAL SCIENCE

World History IIIx-57
World History IVx-57
American History Vx-57
American History VIx-57
American Government XIIIx-52
Economics XIx
World Geography Ix
Problems in American Democracy XIIx-59

COURSES OFFERED BY CORRESPONDENCE ON THE COLLEGE LEVEL

Business Administration & Commerce

100 (40) Introduction to Business
251 (55) Principles of Economics, Part I
252 (56) Principles of Economics, Part II
201 (71) Principles of Accounting I
202 (72) Principles of Accounting II
203 (73) Principles of Accounting III
300 (103) Business Writing
332 (135) Principles of Retailing
325 (126) General Insurance
300 (130) Principles of Marketing
360 (142) Principles of Management
310 (166) Business Law I
311 (167) Business Law II
330 (170) Real Estate
476 Government Contracting

Education

120 (20) The Teacher and the Community
266 (66) The Modern Elementary School
301 (101) Arithmetic in the Elementary School
305 (103) Social Studies in the Elementary Grades
313 (113) Principles of Teaching in High School
317 (117) Methods and Materials in Children's Literature
328 (128) Historical Foundations of American Education
336 (136) Principles of Guidance
462 (162) Curriculum of the Secondary Schools
469 (169) Tests and Measurements

English

201 (73) An Introduction to Literature
202 (74) An Introduction to Literature
485 (185) Literature of the South

Geography

310 (110) Geography of United States and Canada
445 (145) Advanced Economic and Commercial Geography

Political Science

101 (25) American Government

Health

127 (27) Community Hygiene
179 (79) Personal Hygiene
425 (125) Problems of Child Health

History

101 (27) World Civilization, 5000 B. C. to 1648 A. D.
102 (28) World Civilization Since 1648 A. D.
151 (61) Problems in American History
152 (62) Problems in American History, Continued

Mathematics

100 (21) Basic Mathematics
101 (31) College Algebra
102 (32) College Algebra
103 (35) Plane Trigonometry
275 (75) Analytical Geometry
301 (76) Analytical Geometry
338 (138) The History of Mathematics

Physical Education

378 (56) History of Physical Education
379 (70) Introduction to Physical Education
374 (100B) Coaching The Major Sports—Basketball
375 (100C) Coaching The Major Sports—Baseball
440 (151) Physical Education in Secondary Schools
412 (190) Organization and Administration of Health and Physical Education

Psychology

201 (65) General Psychology
316 (116) Human Growth and Development, Part I: Child
319 (119) Educational Psychology
332 (132) Human Growth and Development, Part II: Adolescent
337 (137) Mental Hygiene

Recreation

440 (140) Recreation Leadership